

Duration of Projects and Contract Extensions (revised - October 2017)

PURPOSE:

To clarify the number of years a contractor may be funded, when they are considered to be in good standing, and to provide guidance as to when a contract extension is appropriate.

POLICY:

The ADDPC shall develop and may annually revise a Five Year State Plan to the Administration on Intellectual & Developmental Disabilities. The Five Year State Plan includes goals, objectives, and performance measures. Projects are funded solely to accomplish the State Plan goals and objectives. Thus, some objectives in the State Plan are planned for multi-year implementation.

It is the Policy of the ADDPC to award each contract for a minimum of one (1) year. Contractors with a multi-year focus shall only be awarded on a one (1) year basis. Each award letter addressed to the contractor shall state the exact contract period and total amount of award funds. Under no circumstances shall the ADDPC fund a project/contractor for more than five (5) years of funding.

Upon recommendation by the Council, contractors under five (5) years of funding may apply for renewal funding ONLY if the following criteria and processes determine if a contractor is eligible for a one year renewal. Factors include but are not limited to:

1. Available federal funding.
2. Council Goals and Objective remains a priority for the Council to address.
3. Contractor shows steady progress in overcoming barriers to implement the project as approved; Contractor is documenting and reporting output (numbers) and outcome measures.
4. Contractors' adherence to all terms and conditions, and requirements of the contract.

5. Timely submission of all required narrative and fiscal reports, including any request for additional back-up documentation.
6. Overall project and fiscal management of the contract, including organizational strength in administering the grant.

Contractors shall not be eligible for a renewal contract if more than two of the following reasons exist and are documented by the ADDPC:

1. The Contractor fails to complete the approved scope of work as required and within the approved timeline.
2. The Contractor makes substantive changes to the scope of work, staffing or budget without prior notification and approval from the ADDPC's Contract Manager.
3. The Contractor is delinquent on a consistent basis in timely submission of narrative and fiscal reports.
4. The Contractor fails to provide adequate and accurate back-up for fiscal reports to substantiate that grant funds were properly expended.
5. The Contractor fails to provide adequate and additional information to support the narrative reports that substantiate grant funds met the scope of work as prescribed by the ADDPC.
6. The Contractor's organizational strength in administering an ADDPC grant lacks systems' control and oversight, either programmatically or fiscally.
7. The Contractor has been suspended and / or disbarred by the State Procurement Office and / or by a federal agency from applying for federal grant dollars.

PROCEDURES:

- A. Continued Funding for an Existing Contractor:
 1. If existing contractors are in good standing with the ADDPC, and federal dollars are available to support the project, the ADDPC may issue a notification to all existing Contractors to apply for renewal funding for a period up to and not to exceed one (1) year.
 2. The ADDPC **Grants Committee** shall review all application requests by contractors for a renewal grant award.

3. The renewal application shall be made available a minimum of ninety (90) days prior to the end of the contract period.

The ADDPC Contracts Manager will develop the renewal application and determine what information is necessary to receive for the Grants Committee to make a recommendation for an award.

4. Available dollars for renewal funding will be determined by the ADDPC Fiscal Manager. ~~Contractors seeking an increase in their budget will be required to justify the cost in their renewal application and show the required match. An increase in the budget shall be disclosed by the contractor to the ADDPC as early as possible during the renewal process. Otherwise renewal applications shall be at the original award amount or less than what the contractor was currently approved for.~~ The ADDPC shall not accept a request for increase in funding. Contractors may be at level funding or reduced funding at 75% for Year 2, and 50% for Year 3. Additional funding years (years 4-5) will be at the 50% level. Match will be required and be either at 25% or 10% of the total program costs.
5. The ADDPC staff along with the Grants Committee shall evaluate each renewal application. The Grants Committee may ask for additional information prior to voting on renewal application. ~~The final approval for any renewal shall be made by ADDPC Executive Committee.~~ The Grants Committee shall vote to recommend funding/no funding to the Executive or Full Council.
6. Award notifications for renewal contracts shall be issued by the ADDPC. The award letter shall stipulate the contract period, award amount, and any new terms and conditions.
7. Contractors not selected to receive an additional award for funding shall be notified in writing and will be encouraged to apply when a competitive solicitation is made available. Applicants may schedule a debriefing with the ADDPC's Contracts Manager to discuss the reasons for no funding.

B. No Cost Extensions:

1. No Cost Extensions are available to all contractors in good standing that will allow a contractor to complete activities at no additional cost to Council. This policy recognizes the need for some flexibility when unforeseen circumstances are a barrier to the implementation of activities according to the contractor's original timeline, and the contractor has remaining grant funds to spend.
2. Contractors may apply for a No Cost Extension for a period of up to nine (9) months, to complete necessary project activities without receiving additional ADDPC funds.
3. As early as possible or within ninety (90) days of the contract period ending, the contractor shall request a No Cost Extension. All requests shall be made in writing by the contractor to the ADDPC Contracts Manager.
4. The Contracts Manager shall discuss each requests with the Executive Director and Fiscal Manager to ensure request is appropriate and necessary.
5. If time permits and does not jeopardize the project, the Grants committee shall be made aware of each request and may vote to approve each no cost extension. The ADDPC Executive Committee will be made aware of each contract status during fiscal updates.
6. Formal notification to approve or deny the request to the contractor shall be done in writing thirty (30) days prior to the end of their contract date. In addition, written documentation will be retained in the contract file.